

Solicitation Number: 06-0001-14
Technical, Engineering and Program Support Service for
the Office of Naval Research for the SBIR/STTR Program,
ONR Code 03TSB

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 - Technical, Engineering and Program Support Service are due by 2:00 PM (local), 11 May 2006.

1.0 Background

The Office of Naval Research (ONR), Small Business Innovation Research (SBIR) Group (ONR 03TSB) is responsible for establishing Naval guidance for the SBIR Program and implementing the ONR's SBIR Program. In this program, small businesses of five hundred (500) people or less have the opportunity to address naval needs in more than thirty (30) science and technology areas. SBIR provides the fleet with innovative advances in technology developed by small firms that have the courage, drive, and flexibility to assume risks, develop niches, and generally compete in areas less attractive to larger firms. SBIR participants benefit both from program awards as well as the further development and commercialization of the resulting products. In addition, the Navy Small Business Technology Transfer (STTR) program is intended to foster technology transitions of joint efforts between qualified small businesses and research institutions to Navy and Marine Corps, in particular. Code 03TSB is responsible for overall management of the Navy SBIR and STTR programs across the Navy, which includes the Systems commands (SYSCOMs) and Warfare Centers. This responsibility includes: ensuring the Navy program meets the intentions of the law, working with other federal agencies and offices, coordinating the allocation of funds and selection of topics and proposals, managing and developing the tools to efficiently collect and disseminate the data required for congressional reporting and management of the program, providing outreach and education to small businesses, Navy/DoD program office, large prime contractors and others, providing commercialization assistance to SBIR/STTR firms to help them develop the skills required to transition their technology, promoting the SBIR and STTR program, and ensuring that the needs of both the Department of the Navy and the Small Business are being continuously met. This is a continuing requirement. The incumbent is BRTRC on contract N00014-99-D-0500-0001.

The following are applicable documents which guide and impact the

SBIR/STTR project:

- Small Business Innovation Development Act of 1982
- Public Law 106-554
- Small Business Research and Development Enhancement Act of 1992 and its reauthorization

The following are applicable websites which contain relevant and useful information:

- <http://www.navysbir.com/>
- <http://www.dodsbir.net/solicitation>
- [Defense Technical Information Center \(DTIC\) SBIR Technical Information Services.](#)

2.0 Statement of Work

2.1 Objective: The objective is to support the Office of Naval Research in executing the Navy's SBIR/STTR programs.

2.2 Scope: The scope of this tasking includes all aspects of technical, administrative and program management support. Individual anticipated tasks are outlined in section 2.3. However, the work to be performed will cover a broad range of support activities which include, but are not limited to the following: (1) database development, maintenance, and management, (2) technical/programmatic support, (3) statistical reporting and analysis, (4) event support, and (5) program management.

2.3 Technical Tasks/Requirements: The contractor shall perform the following tasks as required:

2.3.1 Database Development, Maintenance and Management

The contractor shall develop, maintain, manage, and upgrade automated Navy SBIR/STTR database applications to support comprehensive Navy SBIR/STTR operations and reporting requirements. Developmental system shall be seamlessly integrated with existing operational systems (i.e. proposal evaluation, program manager's data base and public search data base), allowing data sharing to minimize data entry and maintenance requirements. Each system shall generate reports required for management, reporting, and knowledge gathering from acquisition offices, prime contractors, and small business. All systems shall be compatible with DoD and Small Business Administration (SBA) data formats and requirements to ensure seamless data transfers and compliance with reporting requirements. All systems shall be user friendly so that all users can easily obtain information and submit data. New systems are anticipated but limited to topic submission, review and approval, training modules,

procurement packages and commercial pilot program tracking. Low-level, occasional upgrades are anticipated for existing systems that contain proposal and award data, proposal evaluation/selection and contractor debriefings, as well as candidate topic submissions.

For each system, the contractor shall:

Perform the required development, maintenance, and upgrades to the appropriate systems.

Provide assistance to the Navy Internet users (including program managers) as they operate the systems to enter and obtain Navy SBIR/STTR data.

Design intuitive, user-friendly applications with adequate on-screen help which are compatible with the majority of expected Internet browsers in use.

Provide the Navy SBIR/STTR Management Office with complete, accurate, and current databases, ensuring that each database is kept updated and provides accurate information.

2.3.2 Technical/Programmatic Support

To ensure a successful program, technical and programmatic support for the SBIR/STTR program are necessary.

The contractor shall:

Assist in overall management support on matters and issues consistent with SBIR/STTR development projects. Includes assistance and support with preparing and drafting analyses, presentation, testimonies, speeches and reports relative to project and program management goals, objectives, and results.

Develop management tools that help define, observe, and assess actions that move SBIR/STTR programs toward strategic goals.

Assist in preparing guidance documents, including user manuals and training packages.

Assist in preparing procurement packages.

Assist in identifying and tracking projects and their transitions.

Provide training and user support for the following: NAVRIS, WAWF, Helpdesk in addition to proposal evaluation website, topic review and program manager's database.

2.3.3 Statistical Reporting and Analysis

The SBIR and STTR programs are congressionally mandated programs with oversight provided by the SBA. Both programs require quarterly and annual reports submitted to the DoD SBIR/STTR Coordination Office following their specified structure and format. Statistics are compiled from the gathered data, analyzed for trends and presented at various meetings and conferences. Thorough knowledge of the data and database programming are necessary to develop reports in any format that is requested since established "canned" reports often do not meet the requirements of these unforeseen inquiries.

The contractor shall:

Provide technical, managerial and administrative services to execute technical analysis, reports, documentation and graphics in support of program activities.

Provide SBIR/STTR data assessment and analysis assistance to ensure that all reporting requirements to the DoD SBIR Coordination Office and SBA are met.

2.3.4 Event support

The contractor shall:

Provide overall program management support and project planning for SBIR/STTR Program reviews, Program Manager meetings, industry showcase events, and SBIR/STTR training workshops.

2.3.5 Program Management

The Navy SBIR/STTR program office has need for an experienced SBIR/STTR program manager to coordinate the above efforts and provide knowledge of the Navy's SBIR and STTR program to the contractor staff and in support of the Navy's SBIR/STTR Program Office.

The contractor shall:

Ensure that the Navy SBIR/STTR information is complete, up-to-date and accurate. Ensure that the contractor's daily activities are consistent with goals of the efforts. Provide management and administrative assistance where needed and develop reports required to monitor the efforts.

2.4 Reports Data and Other Deliverables

Monthly Reports. The contractor shall provide monthly reports containing the information below (a. through c.). Contractor format is acceptable.

- a. identification of tasks performed
- b. hours and cost incurred per individual - monthly and cumulatively
- c. description of future tasks with hours and cost estimates

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Access, Excel and PowerPoint.

3.1.2 Senior Programmer or Equivalent: At least a Bachelor's degree from an accredited college or university and ten years of experience in programming relational database. This must include experience in developing Internet sites that gather information from the user and automatically enter it into databases. The programmer must have recent experience developing relational database management systems including expertise with SQL Server and Access. They must have recent experience with the following software packages: SQL, VB Script, HTML, Active Server Pages, Visual Basic/VBA and JavaScript at a minimum.

3.1.3 Junior Programmer or Equivalent: A minimum of five years experience in programming relational database. They must have recent experience developing relational database management systems including expertise with SQL Server and Access. They must have recent experience with the following software packages: SQL, VB Script, HTML, Active Server Pages, Visual Basic/VBA and JavaScript at a minimum.

3.1.4 Senior Program Manager: A Bachelor's degree from an accredited college or university or at least ten year experience in related

SBIR activities. The candidate should have experience in providing technical direction to support staff and interfacing with Government and contractor personnel to manage workloads.

3.1.5 Program Analysts or Equivalent: A Bachelor's degree from an accredited college or university or at least ten year experience in related SBIR activities. The Program Analysts must be thoroughly familiar with the Navy SBIR/STTR program, Navy Acquisition Offices and overall organizational structure of the Navy S&T and RDT&E Commands. The Program Analysts must be able to proficiently perform the following tasks: database management, collection of inputs from various sources, preparation of presentation material, collection of data from within the Navy for incorporation into the Navy SBIR/STTR reports and databases.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a 12-month base period and four 12-month option periods have been defined (Total potential period of performance, with options, is 60-months).

3.2.2 Base Period: The base period of performance will be from time of award through 12-months. The level of effort anticipated for this period is approximately four man-years at an average rate of approximately 625 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is estimated below.

Labor Category	Hours Per Year
Program Analysts or Equivalent	3680
Junior Programmer or Equivalent	1840
Senior Programmer or Equivalent	920
Senior Program Manager	500
total	6940

NOTE: 1840 hours is equivalent to one (1) man-year

3.2.3 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement.

3.2.4 While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

3.2.5 Option Periods I through IV: If an option is exercised, the period of performance will be from the date of exercise of the option through 12-months. The effort for each option is estimated to be 625 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is estimated below.

Labor Category	Hours Per Year
Program Analysts or Equivalent	4000
Junior Programmer or Equivalent	2000
Senior Programmer or Equivalent	1000
Senior Program Manager	500
total	7500

NOTE: 1840 hours is equivalent to one (1) man-year

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: Base period of 12 months from time of award with four one-year options.

4.3 Other Direct Costs (ODCs)

ODCs (including supplies, travel, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total ODC amount is not to exceed (NTE) including G&A, \$8,500 per year. At this time, the specific items cannot be identified; however, the following items are provided to give a general idea of costs typically associated as ODCs under this order:

Travel (local and long distance) approximately \$3,000 per year
Web Hosting Fees approximately \$3,000 per year
Renewal of SSL Certificates approximately \$250 per year
Software/Hardware Upgrades/Maintenance approximately \$2,000 per year
Program Review Meeting Supplies approximately \$250 per year

The ODC total cannot exceed the NTE amount stated in this section.

This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.4 Place of Performance: Work performed by the program analysts will normally be performed at the ONR Headquarters site. Work performed by the programmers and program manager will normally be performed at the contractor's facilities. However, any support that is less than full time (2000 hours) may be performed at the contractor site.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be at both the

Contractor's place of business and the government site. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

4.7.1 Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

4.7.2 Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

4.7.3 Nondisclosure Agreement. In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Navy's SBIR/STTR programs.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section.

The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the prime's proposal or in accordance with section 5.3 of this solicitation before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement: Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than 2:00 PM (Local Time) on 11 May 2006. All proposals must be uploaded electronically via the "Upload Proposals" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this Order is on or after 26 May 2006. The anticipated start date of this Order is on or about 14 July 2006.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contact for this solicitation is Halyna Mudri, 0253, phone – (703) 696-0469, fax – (703) 696 – 0066.

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files